

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
Thursday, July 23, 2015 at 3:00 p.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for July 23, 2015
4. Approval of the Minutes of: April 23, 2015, at 3:30 pm; April 24, 2015, at 9am; April 24, 2015 at 3:30 pm; April 28, 2015 at 3:30 pm; April 29, 2015 at 10 am; April 29, 2015 at 3:30 pm; April 30, 2015 at 3:30 pm; May 15, 2015; and June 29, 2015
5. Academic and Student Affairs
 - A. Academic Affairs Report – Dr. Teresita Aguilar
 - a. Other
 - B. Student Affairs Report – Dr. Fidel Trujillo
 - a. Other
6. Finance and Administration – Mr. Max Baca
 - A. Finance and Administration Report – Mr. Max Baca
 - a. Five-Year Revised Capital Projects Plan – Action Item
 - b. Archuleta Kitchen Equipment Disposal and Other Items – Action Item
 - c. NMHU Imaging Plan – Action Item
 - d. Approval of Purchase Orders over \$500,000 (A’viands Food Service, Public Service of New Mexico, and the City of Las Vegas) – Action Item
 - e. Sole Source Contract Update
 - f. Other
7. Foundation Report – Mr. William Wootton
8. Faculty Senate Report – Dr. Brandon Kempner
9. Staff Advisory Senate Report – Ms. Kimberly Blea
10. ASNMHU Report – Mr. Joseph Dominguez
11. Persons Wishing to Address the Board
12. President’s Report – Dr. Sam Minner
 - a. Recent Campus and Community Activities
 - b. Higher Learning Commission Visit
 - c. Enrollment
 - d. Lone Star Conference
 - e. Goals for 2015-2016
 - f. Other

13. Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee; (2) bargaining strategy preliminary to collective bargaining; and (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)&(7)(8).
14. Public Action as Necessary on Closed Session Discussions – Action Item
15. Adjournment
16. Reception for Dr. Sam Minner, NMHU's newly appointed President

**New Mexico Highlands University
Board of Regents Meeting
July 23, 2015**

The New Mexico Highlands University Board of Regents met on July 23, 2015 in the Margaret J. Kennedy Alumni Hall on the New Mexico Highlands University main campus in Las Vegas, New Mexico. Chairman Sanchez called the meeting to order at 3:09 p.m.

Attendance

Board Members Present: Ms. Ryan Andrews-Armijo, Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Ms. Sandra Turner, and Mr. Leveo V. Sanchez

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Teresita Aguilar, Provost/Vice President for Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; Dr. Fidel Trujillo, Dean of Students; and Mr. Will Wootton, Vice President for Advancement

Others Present: Dr. Brandon Kempner, Faculty Senate Chair; Ms. Kimberly Blea, Staff Advisory Senate President; Mr. Joseph Dominguez, ASNMHU President; Ms. Karen Kilgore, NMHU Legal Counsel/Cuddy & McCarthy Law; Ms. Carolina Martínez, Executive Administrative Assistant; and numerous individuals in the audience, including faculty, staff, students, community representatives, and media. The meeting was broadcast live over the KEDP Radio Station.

Approval of the July 23, 2015 Meeting Agenda

President Minner requested amending the agenda to include the approval of Board minutes from the 1:30 p.m. April 29, 2015 meeting.

Regent Marchi noted that the May 18, 2015 minutes were incorrectly listed on the meeting agenda as minutes of May 15, 2015.

Regent Marchi moved to approve the July 23, 2015 meeting agenda with the recommended changes made by President Minner and himself. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Approval of the Minutes from April 23, 2015, at 3:30 pm; April 24, 2015, at 9am; April 24, 2015 at 3:30 pm; April 28, 2015 at 3:30 pm; April 29, 2015 at 10 am; April 29, 2015 at 1:30 pm; April 29, 2015 at 3:30 pm; April 30, 2015 at 3:30 pm; May 18, 2015; and June 29, 2015

Regent Marchi moved to approve the minutes from April 23, 2015, at 3:30 pm; April 24, 2015, at 9am; April 24, 2015 at 3:30 pm; April 28, 2015 at 3:30 pm; April 29, 2015 at 10 am; April 29, 2015 at 1:30 pm; April 29, 2015 at 3:30 pm; April 30, 2015 at 3:30 pm; May 18, 2015; and June 29, 2015 as presented. Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Academic and Student Affairs

Academic Affairs Report – Dr. Teresita Aguilar

Dr. Aguilar provided brief bios on new administrators and new faculties (**Attachment A**). She introduced Dr. Kenneth Stokes, Dean of the College of Arts & Sciences.

Vice President Aguilar recognized Ms. Donna Castro and Ms. Marka Trujillo for their hard work with all of the faculty and administrative searches.

Strategic Plan

Vice President Aguilar summarized the strategic planning process and listed the five priorities as determined by information collected during open forums and meetings with faculty, staff, students, and community members. (See page 3 of **Attachment B**).

Other

Seven NMHU members attended the Learning Communities National Summer Institute. The team learned new ideas and strategies to strengthen learning communities at Highlands.

President Minner noted that learning communities are really important for Highlands; they have been proven to improve student outcomes and student retention.

Student Affairs Report – Dr. Fidel Trujillo

Dr. Trujillo provided a written report (**Attachment C**). He provided further information on the following:

- Although official notice from the U.S. Department of Education has not been received; it appears that the NMHU Student Support Service TRiO Program will not be re-funded. Several other student affairs offices will be picking up additional slack as to not disrupt tutoring and advising services to students. President Minner added that once official notification is received of programs non-refunding, he contacted Senator Tom Udall's Office regarding the grant. A meeting with himself, Dr. Trujillo, human resources staff, and others determine how to continue to support our students and how to assist employees in the program. The grant terminates on August 31, 2015.
- He took a group of 10 local high school students to Colorado State University for the National Hispanic Institute (NHI), where students participated in leadership development sessions. Those students will likely serve as peer leaders if NMHU is able to host the NHI next year.
- Since the Board voted to require first-time freshman students to live on campus, housing is at 55% occupancy. The target is to be as close to 100% as possible. Thirty-six students have applied for and were granted a waiver to live off campus because they live within the 45 mile campus radius with a parent or guardian; one student had her own apartment.
- A collaboration between the Dean of Students Office, HU-CARES, and Athletics has resulted in Highlands being one of twelve schools nationwide to be selected to participate

in a Healthy Masculinity Campus Athletics Project (HMCAP). HMCAP is a year-long project funded through the U.S. Department of Justice Office on the Violence Against Women Project. The project is to engage male students, coaches, and administrators as leaders on campus to promote prosocial behavior in relation to violence against women.

Finance & Administration – Mr. Max Baca

Five-Year Revised Capital Projects Plan – Action Item

Mr. Baca reported that the New Mexico Higher Education Department requested that the university's capital plan be revised to reduce the request from \$9 million to \$8 million.

Regent Turner moved to approve the Five-Year Revised Capital Projects Plan as presented (**Attachment D**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Archuleta Kitchen Equipment Disposal and Other Items – Action Item

Mr. Baca informed the Board that state procurement does not allow the university to transfer equipment to a non-profit organization. The Economic Development Center had previously requested the equipment. The university is requesting that the kitchen equipment be disposed of in order to be transferred to Luna Community College.

Mr. Baca reported that the number of cords of wood listed on the surplus list is six.

Regent Marchi moved to approve the Archuleta Kitchen Equipment Disposal and Other Items as presented (**Attachment E**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

NMHU Imaging Plan – Action Item

Mr. Baca provided an overview of the NMHU Imaging Plan which includes digital records management: more document accessibility, reduced cost, record consolidation, and reduced storage space.

Regent Turner moved to approve the NMHU Imaging Plan as presented (**Attachment F**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Approval of Purchase Orders over \$500,000 (A'viands Food Service, Public Service of New Mexico, and the City of Las Vegas)(Attachment G) – Action Item

Chairman Sanchez raised concerns regarding the overpayment to the City of Las Vegas for water and recommended approving the purchase requisition (PR) for ½ of the year's estimated water fees. Mr. Baca suggested reducing all of the PR's to the City of Las Vegas by half and continue negotiations with the City regarding the overpayment. President Minner requested clarification that only the PR for the water would be reduced by half. Chairman Sanchez responded that only the PR for the water should be reduced.

Regent Marchi moved to approve the purchase requisition to the City of Las Vegas for water services for six months. Regent Turner seconded. Voting in favor of the motion were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Mr. Baca presented the A'viands PR at \$1.3 million for the food service contract. Regent Andrews-Armijo asked if student's concerns regarding accessibility and longer hours were addressed during this year's contract negotiations. Mr. Baca informed the Board that meetings with the food service director regarding extended hours in the Purple Brew Coffee Shop and the dining hall will be piloted during the fall semester. Monthly evaluations to ensure that A'viands does not run into a deficit due to increased staffing.

Regent Andrews-Armijo moved to approve the A'viands purchase requisitions as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Mr. Baca introduced the Public Service of New Mexico PR for electrical services at the university for \$1.25 million. He added that an additional PR at the end of the fiscal year would be needed to cover the increased electricity rates.

Regent Turner moved to approve the PNM and remaining PRs to the City of Las Vegas (natural gas, sewage removal, and solid waste removal) as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Sole Source Contract Update (Attachment H)

There were no questions.

Finance and Administration Report

Mr. Baca highlighted the following from his written report (**Attachment I**):

- The Human Resources Office is under-staffed. A request for proposal will be going out to hire a consultant to review our HR processes and improve paperwork processing.
- Legislative Finance Committee will hold a hearing on August 14, 2015 in Taos, NM. Funding increases are contingent upon oil and gas prices
- Mr. Patrick Alarid was hired as the new Budget Director
- ITS has been upgrading the wireless service in the residence halls
- Campus Police vacancies will be filled soon
- Cabinet Secretary Dr. Barbara Damron has approved and appropriation of \$500,000 to comprehensive universities for security equipment

Foundation Report – Mr. William Wootton

Mr. Wootton provided a written report (**Attachment I**) and informed the Board of the following:

- LED lights were installed in Kennedy Hall to enhance the art collection shown there.
- Last fiscal year the Foundation transferred \$500,000 to Highlands: \$200,000 from endowed funds; \$100,000 from Rio Rancho; \$80,000 from the annual alumni fund; \$60,000 from the 1% fee; and \$60,000 from the general fund.
- An annual alumni fund drive was implemented last year.

Faculty Senate Report – Dr. Brandon Kempner

Dr. Kempner informed the Board that a written Faculty Senate Report (**Attachment J**) was included in their meeting packets. He noted the following:

- He is beginning his two-year term as the new faculty senate chair.
- He recognized Dr. Maureen Romine's great work as faculty senate chair over the past eight years. She will continue to serve as the vice-chair of the faculty senate.

Staff Advisory Senate Report – Ms. Kimberly Blea

Ms. Blea presented the written Staff Advisory Senate Report (**Attachment K**).

Ms. Blea also reported staff senate elections were recently held. Five new senators were elected, they are: Ms. Yvette Wilkes, Housing Director; Ms. Henrietta Maestas, Registrars; Ms. Junko MacDonald, Business Office; Mr. Dennis Rivera, Facilities Department; and Mr. Amado Gonzales, Facilities Department. The next meeting is scheduled for August 20th.

ASNMHU Report – Mr. Joseph Dominguez

Mr. Dominguez welcomed President Minner to NMHU.

Mr. Dominguez reported the following:

- The ASNMHU will meet the first week of school.
- The senate will work with the Office of Campus Life to re-establish Club HU to offer dances twice a month.
- A retreat for student senators will be held a week prior to the start of the fall semester. During the retreat student senators will learn how to draft bills and resolutions.

Person's Wishing to Address the Board

No one came forward.

President's Report – Dr. Sam Minner

President Minner stated that it has been a pleasure to be at Highlands and Las Vegas over the past 21 days.

President Minner reported the following:

- He has been in every building on campus
- Weekly meetings with the executive team have been established
- He will re-establish meetings with the cabinet
- A meeting with 15 of the longest serving employees was held; their commitment to NMHU was evident.
- A meeting with the deans will be scheduled.
- A social event with new first-time faculty will be held at the president's home during faculty development week.
- Announced that he had initiated discussion with the vice presidents regarding a comprehensive enrollment management plan to be presented at the next Board meeting
- Meetings with the faculty association and faculty senate executive team were held

Recent Campus and Community Activities

- He attended meetings of the local Kiwanis and Rotary Chapters.
- A radio interview was conducted on one of the local radio stations.
- He joined the MainStreet de Las Vegas board.
- He has met with members of the Economic Development Corp
- He has met with Mr. Alfonso Ortiz, Mayor of the City of Las Vegas; Mr. Donato Sena, the Campus Police Chief; and the Mr. Juan Montano; Chief of Police for the City of Las Vegas
- A meeting with Governor Susana Martinez was also held thanks to the efforts of Chairman Sanchez

Higher Learning Commission Visit

A team from the HLC will be on campus September 28th-29th. They have requested several meetings with Administration, faculty, staff, students, community members, and the Board of Regents.

Enrollment

President Minner reported that student enrollment continues to be monitored closely. The university is looking at a flat enrollment this year. It is his first and foremost job to turn that around by establishing an enrollment plan, process and structure.

Lone Star Conference

President Minner stated that he has no interest in moving the university to another conference.

Goals for 2015-2016

President Minner reported that he has received his list of annual goals and that enrollment management is on the top of his list. Work to develop the Foundation Office needs to be done to increase the university's revenue stream.

Other

President Minner announced that Mr. Jeff Falkner, Athletic Director left the university. It is a great loss as he was very professional and had a lot of good ideas. A national search for a new athletic director will begin within the next couple of weeks. Dr. Carol Linder has agreed to chair the search committee for a new athletic director. Mr. Jim Deisler, Director of Title IX/Assistant Athletic Director and Ms. Karin Gadberry, Head Women's Softball Coach/Senior Woman Administrator have agreed to serve as co-athletic directors in the interim. Both have expressed interest in the position.

The NMHU Vatos Rugby Team are the national rugby champions. Congratulation to them.

President Minner thanked the Board for the opportunity and added that he would do his best as a servant leader for this institution and for the students we serve.

Regent Marchi welcomed President Minner to the university and thanked him for keeping the Board informed.

Regent Turner commented that it was evident that President Minner is a servant leader and she appreciates that about him.

Chairman Sanchez thanked President Minner for accepting the university president position. He indicated that the Board is there to assist him to make Highlands better for our students, faculty, staff, and for Las Vegas.

Executive Session – (1) limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, of or the investigation or consideration of complaints or charges against an employee; (2) bargaining strategy preliminary to collective bargaining; (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)(7)&(8). Regent Marchi moved to enter into executive session for the sole purpose of discussing the items listed. Regent Marr-Montoya seconded. A roll call was taken; voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried. The Board entered into executive session at 5:05 p.m.

Regent Marr-Montoya moved to return to open session. Regent Marchi seconded. Regent Marr-Montoya stated for the record that only those items specified under the executive session were discussed and no action was taken by the Board. Regents present confirmed. A roll call was taken and voting in favor of retuning to open session were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 5:53 p.m.

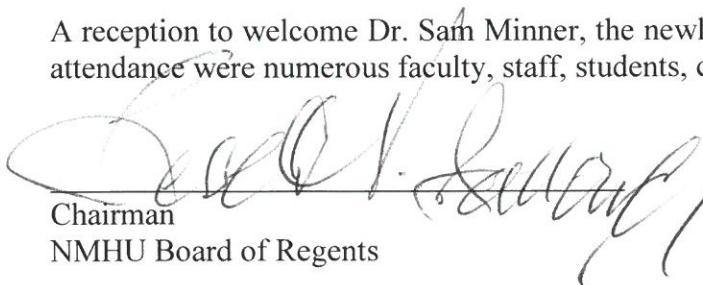
Public Action as Necessary on Closed Session Discussions – Action Item

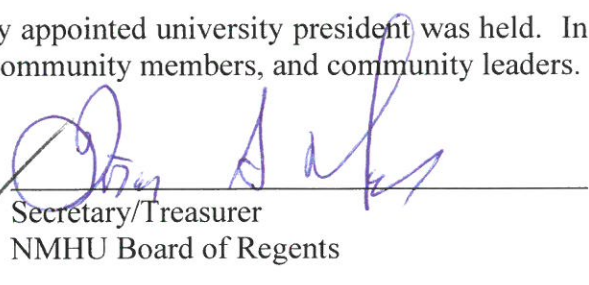
No action was taken.

Adjournment

Regent Turner moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 5:44 p.m.

A reception to welcome Dr. Sam Minner, the newly appointed university president was held. In attendance were numerous faculty, staff, students, community members, and community leaders.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents